



Studying manuscripts and other precious items

1. Precious items such as manuscripts, autographs, private papers, archival material, rare printed books and music and pictorial items form part of the special collections that may be used only in the music reading room.
2. For conservational reasons – and unless particular research interests require that the original item be examined – substitute media (e.g. microfilm) are usually provided for studying manuscripts and other items from special collections.
3. Users wishing to examine the originals must submit a separate request, state the purpose of studying these materials and, on request, provide a reference from a university or similar.
4. A separate order form must be filled out for each individual shelf mark. Items from special collections cannot be ordered online.
5. We reserve the right to limit the number of objects made available at any one time. In the case of particularly precious items you will generally be restricted to one item at a time at your workstation.
6. Please take special care when using the objects. In particular:
 - You may study special items only in specified locations.
 - Only pencils (no pens, biros etc.) are permitted in the vicinity of the objects being studied.
 - You are prohibited from writing on the objects or using them as an underlay for making notes, etc. You must obtain permission from the head of department prior to tracing the pattern of a watermark or taking a rubbing of a binding stamp. Users must provide the department with a copy of any watermark tracings made.
 - Please refrain from damaging the spine of a volume through excessive bending or from using objects or your own inserts to mark locations in a book. Acid-free bookmarks can be obtained from our staff.
 - You are asked not to change the order of loose pages, etc., even if they appear to be in the wrong order. Please contact a member of staff if you notice an error.
7. Please notify a member of the reading-room staff when you leave your desk. If you are away for more than a short period, you should hand over the items to a member of staff. Special items must be returned at least 15 minutes before closure of the reading room. Staff are entitled to verify, in your presence, the number and condition of items issued and returned.
8. You may not photograph or make copies of objects that form a part of special collections. Please contact a member of staff if you wish to make reproductions.
9. We ask you to give us prior information in writing regarding any intended publication or pictorial representation of special items. You are responsible for complying with all stipulations relating to personal and moral rights. Special items used must be referenced with their complete shelf mark and the exact details of the library in which they are held:

Staatsbibliothek zu Berlin – Preußischer Kulturbesitz
Musikabteilung mit Mendelssohn-Archiv
10. In the interest of current documentation and in order to inform other users, we ask you to provide us with a copy – or, failing that, the bibliographical details – of any publication that is attributed to an item or items from our collections.